



U.S. Department of Transportation
Federal Aviation Administration

800 Independence Ave., SW
Washington, DC 20591

February 2, 2004

**Instructions for completing Amendment 13A
Renewal of 3rd Party Liability Insurance Until August 31, 2004**

Documents

Amendment 13A
Invoice Template

Completing the Documents

AMENDMENT 13A

Page 1 - Heading - Fill in current policy number.

- Paragraph One - Fill in legal name of business and current policy number.

Page 2 - Heading - Fill in current policy number.

- Paragraph One - Fill in legal name of business and current policy number.

- Paragraph C - Fill in the amount of per occurrence limit of liability from your last FAA War Risk insurance policy.

Page 8 - Fill in the legal name of business in five (5) places.

Page 12 - Signature: Fill in legal name of business. Provide original signature and printed name with title of representative binding the company on **two copies** of the Amendment.

Page 13 - Heading - Fill in current policy number.

- Paragraph One - Fill in legal name of business and current policy number.

- Paragraph Three - Fill in the amount of per occurrence limit of liability from your last FAA War Risk insurance policy.

INVOICE TEMPLATE

Please fill in the following blanks in the invoice.

- a) Invoice Number – add two-digit airline identifier (booking) code. This number should be referenced on your payment. Fill in the date on the date line.
- b) Fill in company name, city, state, zip code, contact information, and current date.
- c) In the “Description of Charges,” note that all policies begin at 00:00 GMT on Thursday, February 9, 2004 and terminate at 23:59 GMT on Tuesday, August 31, 2004.
- d) Calculate premium based on effective period using formulas on invoice with the following definitions:

Please send payment for receipt at FAA before 5:00 P.M. EST Thursday, February 19, 2004.

Definitions

Enplanements: The total number of passengers boarding aircraft. Includes both originating and connection passengers.

RPM (Revenue Passenger Miles): One revenue passenger transported one mile in revenue service.

RTM (Revenue Ton Mile): One ton of enplaned revenue freight/express or mail traffic transported one mile on a dedicated air cargo flight. Do not include air cargo transported on revenue passenger flights or by truck.

Return of Documents

Fax a copy of the signed Amendment and invoice to your FAA representative by 5:00 P.M. EST on Thursday, February 5, 2004 to insure uninterrupted insurance coverage. Please include a copy of the invoice if possible, but no later than 5:00 P.M. EST on Thursday, February 19, 2004.

Send **TWO** original, signed Amendment documents by courier or overnight delivery. **Do not send by U.S. mail.** Use only courier service such as UPS, Fed Ex, DHL, Airborne, etc.

Federal Aviation Administration
Aviation Insurance, APO-3, Room 939
800 Independence Avenue, SW
Washington, DC 20591

Follow the instructions on the invoice template to make payment.

Fax Numbers: (202) 267-3324, or (202) 267-3278, or (202) 267-5370.

Next Steps

Your FAA insurance representative will validate receipt of the correct information. After validation and execution of the Amendment by the FAA, your representative will return one signed copy to you and retain one for our records. Upon request we will send you a Certificate of Insurance as confirmation of your coverage.

Questions

Contact your FAA Insurance representative, or:

Helen Kish, helen.kish@faa.gov (202) 267-9943

Eric Nelson, eric.nelson@faa.gov (202) 267-3090